

# FEES AND CHARGES REPORT

## APPENDIX 12 - HOUSING AND COMMUNITIES

### 1. Description of Service

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

#### Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

#### Mobile Home Fees

The annual inspection of mobile home sites ceased during 2018/19. The decision to cease the annual inspection is based on the resources required to carry out inspections and the level of income that is received. It is not felt, that given the minimal income that is achieved that it is an effective use of officer time.

This does not remove any obligations from the Council in regards to taking any formal enforcement action.

Should the number of sites increase to an amount where the inspections are viable the decision to inspect annually can be revisited.

The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

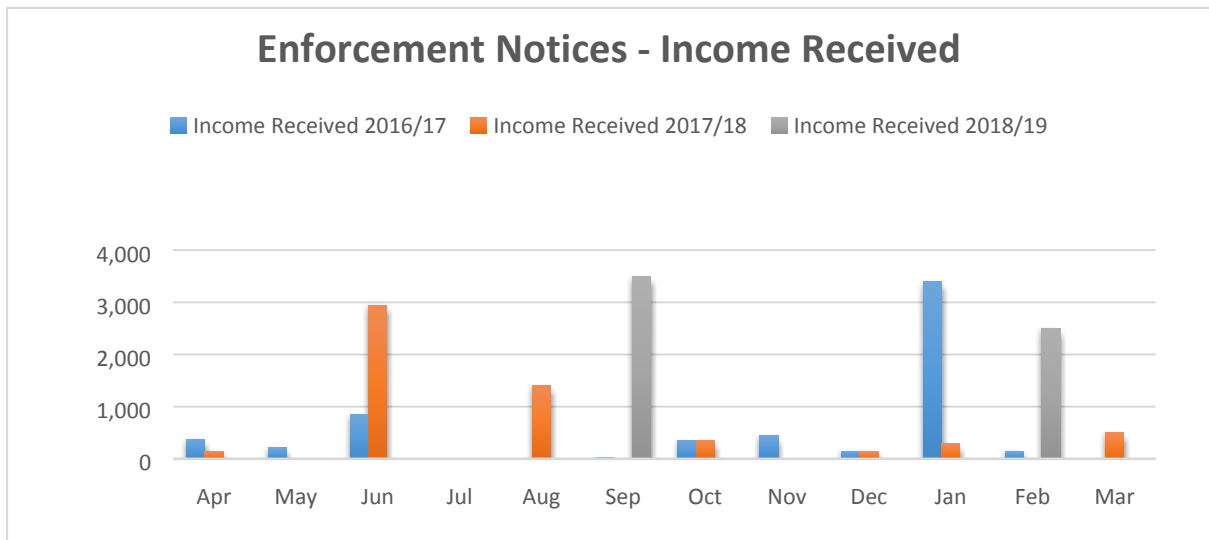
#### Selective Licensing

This is a new fee that the Council introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

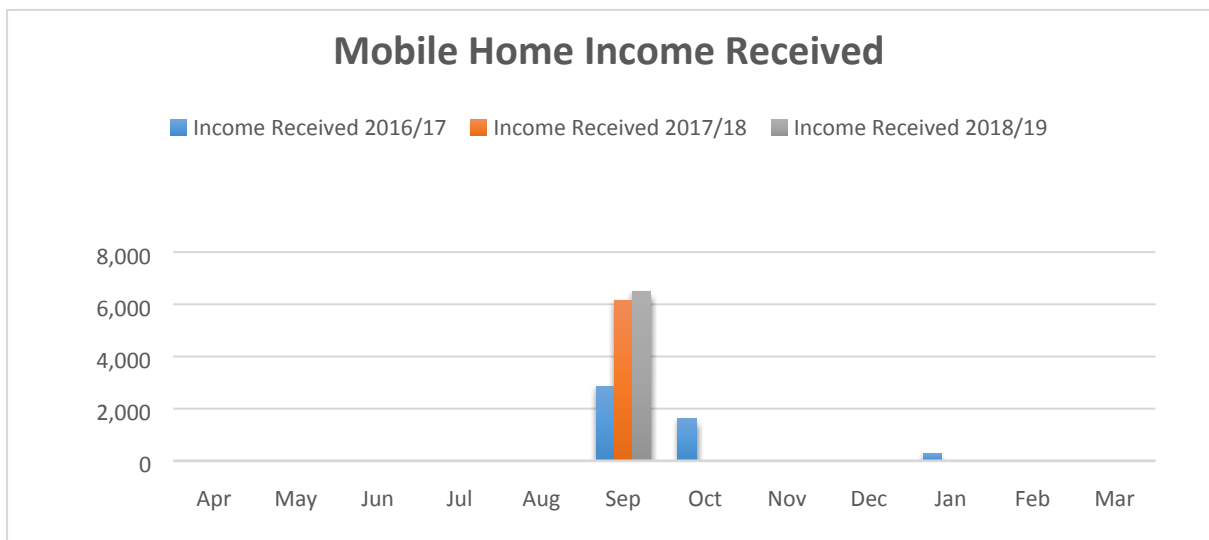
Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

## 2. Prior years analysis

The table below illustrates Income achieved 2016/17, 2017/18 and actuals for 2018/19 to date for Enforcement.



The table below illustrates Income achieved 2016/17, 2017/18 and actuals for 2018/19 to date for Mobile Homes.



Total income achieved is also illustrated below

	2016-17	2017-18	2018-19
Enforcement Actuals	5,968	5,800	5,991
Mobile Homes Actuals	4,776	6,152	6,483
<b>Totals</b>	<b>10,744</b>	<b>11,952</b>	<b>12,474</b>

### 3. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

### 4. Understanding Customers and Markets

#### Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

A proposal is currently being prepared for Management Team to request some additional resources in regards to civil penalties, which will be self-financing.

#### Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

#### Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

### 5. Proposed Charges

#### Housing Enforcement Charges

It is proposed to reduce the standard enforcement fee within housing by £50 from £300 to £250. This fee more accurately reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is proposed that the fee for Mandatory HMO Licence Application is increased from £450 to £800 as per new legislation and this will be in line with other authorities. It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

### Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

As above, the annual site inspection fee has been removed from the fees and charges schedule.

### Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

## **6. Recommendation**

Members are asked to approve charges for the next year as detailed below;

### Housing Enforcement Charges:

Members are requested to recommend to Council the fees for 2019/20.

### Mobile Home Fees:

Members are requested to recommend to Council the maintained fees for 2019/20.

Prosperous Communities Committee		Mobile Homes						
	2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate	
	£	% Type	or £	£	£	£		
<b>Mobile Homes Act 2013</b>								
Issue of a New Licence	£300.00			£300.00	£0.00	£300.00	OS	
Deposit of Site Rules	£30.00			£30.00	£0.00	£30.00	OS	
Transfer and Alteration of a Licence	£100.00			£100.00	£0.00	£100.00	OS	

Prosperous Communities Committee		Strategic Housing						
		2018/19	Proposed Increase		2019/20	VAT Amount	2019/20 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>Housing Enforcement Charges</b>								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£450.00		£350.00	£800.00	£0.00	£800.00	OS
	Per additional unit	£10.00		£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£450.00		£250.00	£700.00	£0.00	£700.00	OS
	Per additional unit	£10.00		£40.00	£50.00	£0.00	£50.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None					£0.00	£0.00	OS
Improvement Notice	For one hazard	£300.00		£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00		£25.00	£25.00	£0.00	£25.00	OS
Maximum Charge				£450.00	£450.00			
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	£300.00			Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour							
Prohibition Order	For one hazard	£300.00		£50.00	£250.00	£0.00	£250.00	OS
	Per additional hazard	£50.00		£25.00	£25.00	£0.00	£25.00	OS
	Maximum Charge				£450.00	£0.00	£450.00	OS
Emergency Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge				£450.00	£0.00	£450.00	OS
Demolition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
	Maximum Charge				£600.00	£0.00	£600.00	OS
Immigration Procedure Inspection	Per inspection	£100.00		£35.00	£65.00	£0.00	£65.00	OS
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Works in Default of any Legislation or Emergency Remedial Action	Base charge							OS
		Cost of work plus hourly rate of officer with on costs						
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS
Housing and Planning Act - Civil Penalties	up to £30,000							